

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel

District Personnel Manual Issuance System

This bulletin should be filed behind the divider for Part III of DPM Chapter(s) 12
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DPM Instruction No. 12-20

SUBJECT: District Government Employees Called to Active
Military Duty

Date: October 25, 2002

1. PURPOSE

The purpose of this bulletin is to notify departments and agencies of provisions relevant to employees who are members of the reserve components of the armed forces. These provisions include matters related to pay; leave; health, life insurance, and retirement benefits; and employment status while on military duty.

2. AUTHORITY

Title 10 of the U.S. Code, Subtitle E; Title 38 of the U.S. Code, Chapter 43.

3. EMPLOYEES ENTITLED TO LEAVE FOR MILITARY DUTY

Any full-time permanent, term or TAPER District employee, who is a member of a reserve component of the armed forces is to be granted leave (military, annual, leave without pay, compensatory time, or any combination thereof) for the period of active duty under Title 10 of the U.S. Code and must present competent military orders.

a. Military Leave

Employees who perform active military duty may request paid military leave. An eligible full-time employee accrues 15 days (120 hours) of military leave each fiscal year. In addition, an employee may carry over up to 15 days (120 hours) of unused military leave from one fiscal year to the next. When the 15 days of military leave that are carried over are combined with the 15 days of military leave accrued at the beginning of the new fiscal year, this produces a maximum military leave benefit of 30 days in a fiscal year. However, since an employee cannot carry over more than 15 calendar days to the next fiscal year, any unused military leave in excess of 15 days will be forfeited at the beginning of the next fiscal year. Part-time employees accrue military leave on a prorated basis. Employees who elect to use military leave will receive full compensation from their civilian position for each hour charged to military leave, in addition to their military pay for the same period. Charges for military leave are made on an hour for hour basis for all hours the employee would have worked.

Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3]

Inquiries: Policy and Program Development Division (202) 442-9655

Distribution: Heads of Departments and Agencies, HR Advisors and DPM Subscribers

Retain Until Superseded

Note: An employee of the Government of the District of Columbia who is a member of the National Guard of the District of Columbia is entitled to leave without loss in pay or time for each day of a parade or encampment ordered or authorized under Title 49, District of Columbia Official Code. This is in addition to the maximum described above.

b. Pay

An employee performing active military duty will receive compensation from the Armed Forces in accordance with the terms and conditions of his/her military enlistment or commission. The employee will not receive any compensation from the District of Columbia government unless he or she elects to use military leave or annual leave as described in 3.a and 3.c of this bulletin.

Upon return, an employee who has been absent on military leave pursuant to Title 10 U.S.C. is entitled to all pay which he or she would have received had he or she worked his or her regularly scheduled tour of duty. This includes any premium or differential pay which would have been part of the regularly scheduled tour of duty.

An employee who is called for a period of active duty who has already exhausted the maximum period chargeable to military leave in a calendar year may use annual leave, leave without pay or compensatory time as provided in 3.c below.

c. Other Leave

Absence during the period of active duty which is not chargeable to military leave may be charged to annual leave, leave without pay, compensatory time, or any combination thereof, at the employee's option. An employee who elects to use annual leave or compensatory time is entitled to receive his or her regular compensation concurrently with pay and allowances for active duty.

4. RESERVE COMPONENTS

The reserve components of the armed forces include the following:

- a. the Army Reserve;
- b. the Naval Reserve;
- c. the Marine Corps Reserve;
- d. the Air Force Reserve;
- e. the Coast Guard Reserve; and
- f. the Army and Air Force National Guards, including the D.C. National Guard.

5. PROCEDURES FOR LEAVE FOR MILITARY DUTY

- a. Except as specified in 5.b below, employees are required to provide their employer with advance notice of military service. Notice may be either written or oral. It may be provided by the employee or by an appropriate office of the branch of the military in which the employee will be serving.

b. However, no notice is required if:

- military necessity prevents the giving of notice or;
- the giving of notice is otherwise impossible or unreasonable.

“Military necessity” for purposes of the notice exemption is defined in regulations prescribed by the Secretary of Defense. These regulations are not subject to court review.

- c. Written notice for leave shall be submitted on a DCSF-71, Application for Leave, and must be accompanied by two (2) copies of the military orders requiring the employee to report to duty. One copy of the military orders is forwarded to the Office of Financial Management, Office of Pay and Retirement, and the other copy is retained with the agency’s record of the employee’s time and leave.
- d. In the event an employee is prevented from presenting military orders at the time of notice, or in situations described in 5.b above, military orders will be provided to the employee’s supervisor as soon as possible.

6. AGENCY REPORTING REQUIREMENTS

Each agency under the personnel authority of the Mayor is required to reproduce and transmit to the appropriate personnel office one copy of each set of military orders received for any employee of the agency who is called to active duty.

7. PERSONNEL OFFICE RESPONSIBILITIES

Each personnel office is to: (a) establish and maintain a military orders file for each agency serviced; and (b) compile and update as appropriate a list of all employees called to active military duty in agencies which they service. The list is to include each employee's name, title, series, and grade.

8. BENEFITS FOR EMPLOYEES ON LEAVE WITHOUT PAY FOR MILITARY DUTY

a. Health Benefits

The provisions set forth below apply to employees covered by the Federal Employee's Health Benefits (FEHB) Program and the D.C. Employee's Health Benefits (DCEHB) Program who are placed in a leave-without-pay (LWOP) status for military duty for a full pay period or more, or for a portion of a pay period such that the pay they receive is insufficient to cover the employee contribution toward the premium cost.

- (1) If an employee enters on active duty in one of the uniformed services for a period of time not limited to 30 days or less, the health benefits enrollment may be continued for up to 18 months, unless the employee elects to have the enrollment terminated as of the day before entering active duty. During the first 365 days, an employee who continues his or her enrollment during military service after being placed in a LWOP status for military duty is responsible for paying the employee share of the premium. For the remainder of the 18 months, the employee is responsible for the full premium (employee share, plus the

government share), plus a 2 percent administrative fee. (See Mayor's Memorandum 90-22.) This includes giving an employee a notice stating that the enrollment will continue for up to 18 months, that the employee will be responsible for the premiums, and that if the employee would prefer to have the enrollment terminated during the period of military service, he or she must notify the employing agency in writing. These notices are to be provided by the employee's agency. Copies of the notices are attached to this bulletin, as well as a list of agency coordinators for payment of Health Benefits while in a nonpay status. (Attachment 1 is the notice for employees covered by the FEHB program, Attachment 2 is the notice for employees under the DCEHB program, and Attachment 3 is the list of agency coordinators.)

- (2) If the employee elects to have his or her enrollment terminated, the enrollment must be terminated effective on the day he or she is separated, furloughed, or placed on leave of absence for the purpose of entering military service. The employee and covered family members are entitled to a 31-day temporary extension of coverage and to convert to a non-group contract. Employees and family members covered by the FEHB program may elect the Temporary Continuation of Coverage benefit if otherwise eligible.
- (3) If the employee does not return to duty within 12 months, the personnel office should prepare a Notice of Change in Health Benefits coverage form (SF-2810 or DCSF-1270) terminating the enrollment effective at the end of the pay period which includes the 365th day. The employee and covered family members are entitled to a 31-day temporary extension of coverage and to convert to a nongroup contract. Employees and family members covered by the FEHB program may elect the Temporary Continuation of Coverage benefit if otherwise eligible.
- (4) An employee who returns from military duty but not in the exercise of reemployment rights must, if eligible for coverage, register within 31 days after returning to civilian duty, the same as a new employee. He or she may register to enroll for self only or for self and family in any option of any plan available. An employee who continued health benefits coverage while on leave without pay for military duty who does not wish to make any changes in his or her coverage should not complete a new registration form.
- (5) The enrollment of an employee who exercises reemployment rights on return from military duty should be reinstated on the Notice of Change in Health Benefits Enrollment Form (SF 2810 or DCSF 1270), effective on the day he or she returns to civilian duty. The "reinstating" SF 2810 or DCSF 1270 should show in the Remarks section that a previously terminated enrollment is being reinstated because of return from military service.

An employee who returns from military duty in the exercise of reemployment rights may change the reinstated enrollment from self only to self and family, and to any option of any plan available, within 31 days after returning to civilian service. Also, if the employee was not enrolled when he or she entered military duty, he or she may enroll within 31 days after returning to civilian service. The registration becomes effective on the first day of the pay period which begins after the completed Health Benefits Registration Form (SF 2809 or DCSF 1269) is received in the personnel office and which follows a pay period during any part of which the employee was in a pay status.

- (6) For purposes of eligibility to continue enrollment after retirement, an employee whose enrollment was terminated for military service is not considered to have had an interruption in

enrollment if it is reinstated when he or she returns to civilian duty, or if the employee re-enrolls within 31 days after returning to civilian duty.

b. Life Insurance

The provisions set forth below apply to employees covered by the Federal Employee's Group Life Insurance (FEGLI) Program and the D.C. Employees' Group Life Insurance (DCEGLI) Program who are placed in a LWOP status for military duty for a full pay period or more.

- (1) Basic and optional insurance continue without cost to the employee while he or she is in a nonpay status for up to 12 months.
- (2) Coverage expires automatically at the end of 12 months.
- (3) If, after losing coverage due to expiration of 12 months in a nonpay status, an employee returns to duty in a position eligible for life insurance coverage, the lost coverage is automatically restored at the time he or she enters into duty in a pay status unless a waiver or a declination for optional insurance is filed.

c. Retirement

(1) Civil Service Retirement System

An employee subject to the Civil Service Retirement System who is in a LWOP status for active military duty or on military furlough is not considered, for retirement purposes, as separated from a civilian position unless he or she applies for and receives a refund of lump sum retirement contributions or until the employee has been in a nonpay status while on military duty for five years. At the end of that five-year period, the employee is considered to have been voluntarily separated.

An employee who leaves a position to enter the armed forces, but who fails to return to the position after release from active duty, is considered for retirement purposes to have been voluntarily separated as of the date of release from active duty.

While on leave for military duty, an employee earns creditable service time towards retirement and is entitled to the retirement rights he or she had upon entering the armed forces plus accrual of additional service credit as if he or she had continued in a position. If during the period of leave while on military duty, an employee becomes eligible to retire (whether voluntary retirement, disability retirement, or voluntary early retirement), he or she may apply for retirement.

An employee entering the armed forces who is separated because the period of leave exceeds five years or because the employee chooses to resign may receive a refund of lump-sum credit or may choose to defer retirement. Receiving a refund, however, makes a separation from the civilian service absolute for retirement purposes, thereby depriving the person and his or her survivors of retirement coverage unless and until he or she returns to duty following military service.

(2) Defined Contribution Pension Plan

An employee subject to the Defined Contribution Pension Plan for employees first hired after September 30, 1987 who enters into a LWOP status for military duty will earn creditable service for the period of LWOP while on military duty. This creditable service is applied towards both the one-year waiting period before an employee becomes a participant in the pension plan and towards the five-year period for vesting in the pension plan.

If an employee is on LWOP for military duty for more than five years, he or she is considered to have voluntarily separated on the last day of the five-year period. Also, if before five years pass, the employee is separated from active duty but does not return to his or her civilian position within three business days, he or she is considered to have separated voluntarily.

An employee with less than one year of creditable service who has a break in service in excess of three business days who is subsequently reemployed by the District government must begin the one-year waiting period anew. An employee who has met the one-year eligibility requirement and has separated, but who returns to District employment in a position subject to the defined contribution pension plan within one year of the date of separation, shall resume participation in the pension plan without a loss of prior creditable service or forfeiture of any contributions and income allocated to his or her account. An employee who is reemployed by the District government after a separation from service in excess of one year must satisfy anew the one-year waiting period to become a participant in the pension plan and the five-year vesting requirement.

During the time that an employee is in a nonpay status, no contributions are made to the employee's pension account, because those contributions are a percentage of the base salary paid each pay period.

If an employee who has completed the one-year waiting period and has become a participant in the pension plan dies or becomes disabled, he or she (or his or her beneficiaries in the case of death) vests immediately in any contributions and income in his or her account.

(3) Police and Firefighters Retirement

An employee subject to the Police and Firefighters Retirement System who enters on leave without pay for military duty or for military furlough will not be considered as separated from his or her position unless he or she applies for and receives his or her retirement contributions or unless the period of unpaid absence for military duty exceeds five years.

9. EMPLOYEE STATUS WHILE ON MILITARY DUTY

The entire period of military duty is creditable for rights and benefits based upon length of service

within-grade salary increases, career tenure, completion of probation, time-in-grade salary increase requirements, and leave rate accrual.

Milou Carolan
Director of Personnel

FEDERAL EMPLOYEES' HEALTH BENEFITS PROGRAM

Notice of Health Benefits Regulations Affecting You

(Specific notice to employees entering (or already in) nonpay status)

Name of Employee: _____

Date: _____

Employees who are placed in a nonpay status while on military duty may keep their Federal Employees' Health Benefits (FEHB) coverage for up to 18 months. During the first 365 days, you are responsible for paying the "regular" employee amount of the premium; you can either pay the premiums on a current basis, or you can incur a debt to the government and repay it when you return to active District service. During the remainder of the 18 months, you are responsible for the full premium (employee share, plus the government share), plus a 2 percent administrative fee; these premiums must be paid on a current basis.

If you wish to pay the premiums before returning to work, you should talk with, or write to, the contact person named below for precise information on how to make the payments. If you do not settle the amount due before returning to work, recovery will be made from your salary. The regulations state that an employee is deemed to consent to withholdings from salary to cover past-due premiums for coverage which continued during pay periods for which there was no withholding of premiums. When you return to duty or separate from service, whichever is earlier, you will be advised of the total amount to be recovered and, before any action is taken, you will be given the opportunity to suggest a reasonable withholding from salary based on your individual circumstances. If the amount due cannot be withheld in full from salary, it will be recovered from other sources normally available for the recovery of any indebtedness due the District of Columbia, including a lump sum payment of accrued leave.

FEHB coverage terminates at the end of 18 months. Employees get a free 31-day extension of coverage during which they can convert to a nongroup policy. (These employees are not eligible of TCC (Temporary Continuation of Coverage). If an employee doesn't want to continue the FEHB coverage while he/she is in a nonpay status, the employee can elect in writing to have the FEHB coverage terminated. (The employee still gets the free 31-day extension and the right to convert).

A cancellation is generally effective at the end of the pay period after the pay period in which is received in the employing office. There is no 31-day extension of coverage or right to convert to a nongroup contract with your plan following a cancellation. Note that if you cancel health benefits, you will not be automatically required to re-acquire your health benefits upon return to pay status. Most employees must wait for an open season in order to re-enroll, but there are other circumstances listed in the booklet, FEHB Enrollment Information and Plan Comparison Chart, which will allow you to re-enroll following a cancellation. Also, before canceling, you should be aware of the requirements for continuing health benefits group coverage during retirement or receipt of workers' compensation benefits. Generally, an employee must have been enrolled (or covered as a family member in a FEHB plan) for the five years of service immediately preceding retirement, or for all period(s) during which eligible to be enrolled, if less than five, in order to continue the group coverage into retirement.

When an employee who has been on military duty returns to active Federal service, he or she can enroll in an FEHB plan within 60 days of the return to service (as long as the position is not excluded from coverage).

Please check the appropriate space(s) below, sign to acknowledge receipt of this information, and return this sheet to your contact person: _____. (If this sheet was mailed to you, a return envelope is enclosed for your use):

____ I do not want to cancel my health benefits.

____ I want more information about canceling my health benefits.

____ I want to cancel my health benefits effective as soon as possible.

Continuation —Notice of Health Benefits Regulations Affecting You

I understand that I must pay the premiums for my health benefits coverage which continues during nonpay status (or during pay periods when my salary is insufficient to cover the required premium), and that, if I do not settle before returning to work, the amount due will be recovered from my salary or any other monies owed me by the District government.

Signed: _____

Date: _____

AGENCY: _____

ENROLLMENT CODE: _____

LWOP BEGIN DATE: _____

EMPLOYEE'S SSN: _____

D.C. EMPLOYEE'S HEALTH BENEFITS PROGRAM

Notice of Health Benefits Regulations Affecting You

Name of Employee: _____ Date: _____

For the purposes of health benefits for military duty, the D.C. Employees' Health Benefits (DCEHB) Program, which was created on October 1, 1987, currently follows the same rules as the Federal Employees' Health Benefits (FEHB) Program. These rules permit an employee to continue participation in the health benefits program for 18 months while in a non-pay status.

There is no charge for withholdings from salary. However, if you are in non-pay status for an entire pay period, or if your salary for a pay period does not cover the full employee share, you will be required to make the payment due. If you wish to pay the premiums before returning to work, you should talk with, or write to, the contact person named below for precise information on how to make payments. If you do not settle the amount due before returning to work, recovery will be made from your salary. An employee is deemed to consent to withholding from salary to cover past due premiums for coverage which continued during pay periods which there was no withholdings of premiums. When you return to duty or separate from service, whichever is earlier, you will be advised of the total amount to be recovered and, before any action is taken, you will be given the opportunity to suggest a reasonable withholding from salary based on your individual circumstances. If the amount cannot be withheld in full from salary, it will be recovered from other sources normally available for the recovery of any indebtedness due the District government, including a lump sum payment of accrued leave.

During the first 365 days you are enrolled in health benefits and in a nonpay status, you are responsible for payment of the employee share and the agency must pay the government contribution for your plan. During the remainder of the 18 months, you are responsible for the full premium (employee share, plus the government share), plus a 2 percent administrative fee; these premiums must be paid on a current basis.

If you do not want this coverage, you may voluntarily cancel your health benefits enrollment. A cancellation is normally effective at the end of the pay period after the pay period in which it is received in the employing office. There is no 31-day extension of coverage or right to convert to nongroup contract with your plan following a cancellation. Note that if you cancel health benefits, you will not be automatically allowed to re-acquire health benefits upon your return to a pay status. Most employees must wait for an open season in order to re-enroll, but there are other circumstances listed on the back of the DCSF 1269, Health Benefits Registration form or, in the booklet, "DCEHB Enrollment Information and Plan Comparison Chart," which would allow you to re-enroll following a cancellation. Also, before canceling, you should be aware of the requirements for continuing health benefits group coverage during retirement or receipt of disability compensation benefits. Generally, an employee must have been enrolled (or covered as a family member in a DCEHB plan) for the five years of service immediately preceding retirement, or for all period(s) during which eligible to be enrolled, if less than five years, in order to continue the group coverage into retirement.

Please check the appropriate space(s) below, sign to acknowledge receipt of this information, and return this sheet to your contact person: _____. (If this sheet was mailed to you, a return envelope is enclosed for your use):

___ I do not want to cancel my health benefits.

___ I want more information about canceling my health benefits.

___ I want to cancel my health benefits effective as soon as possible.

I understand that I must pay the premiums for my health benefits coverage which continues during nonpay status (or during pay periods when my salary is insufficient to cover the required premium), and that, if I do not settle before returning to work, the amount due will be recovered from my salary or any other monies owed me by the District government.

Signed: _____

Date: _____

AGENCY: _____

ENROLLMENT CODE: _____

LWOP BEGIN DATE: _____

EMPLOYEE'S SSN: _____

Agency Benefits Contacts

Agency	Coordinator	Telephone Number	Facsimile Number	E-Mail Address
Advisory Commission on Sentencing	Darlene Mansfield	202-442-9650	202-442-8857	Darlene.mansfield@dc.gov
Auditor of the District of Columbia	Valerie Holt	202-727-8997	202-724-8814	Valerie.holt@dc.gov
Board of Appeals and Review	Francine James	202-727-8282	202-727-9732	Francine.james@dc.gov
Board of Library Trustees	Janice Dunbar	202-727-1131	202-727-0755	Janice.dunbar@dc.gov
Board of Equalization and Review	Darlene Mansfield	202-442-9650	202-442-8857	Darlene.mansfield@dc.gov
Board of Real Property Assessments and Appeals	Doretha McCallum	202-727-6860	202-727-0392	Doretha.mccallum@dc.gov
Board of Trustees of the University of the District of Columbia	Yvonne Chandler	202-274-5020	202-274-6300	Ychandler@udc.edu
Child and Family Services Agency	Mary Diggs	202-724-7358	202-727-7051	Mdiggs@cfsa.dc.org
Citywide Call Center	Darlene Mansfield	202-4429650	202-442-8857	Darlene.mansfield@dc.gov
Commission on Judicial Disabilities and Tenure	Darlene Mansfield	202-4429650	202-442-8857	Darlene.Mansfield@dc.gov
Commission on the Arts and Humanities	Alec Simpson	202-724-1474	202-727-4135	Alec.simpson@dc.gov
Contract Appeals Board	Lorilyn Simpkins	202-727-6597	202-727-9339	Lsimpkins@dcgov.org
Controller of the District of Columbia	Tanya Ricks	202-442-9493	202-727-9493	Tanya.ricks@dc.gov
Corrections Trustee	Charlotte Thomason	202-616-1094	202-305-7701	Charlotte.thomason@dc.gov
Council of the District of Columbia	Vivian Ellis	202-724-8042	202-724-8168	Vellis@dccouncil.washington.dc.us
D.C. Energy Office	Gloria Woods	202-673-6751	202-671-0628	Gloria.woods@dc.gov
D.C. Health and Hospitals Public Benefit Corporation (D.C. General)	Donna Cauthorne	202-671-1803	202-671-0645	Donna.cauthorne@dc.gov
D.C. Public Schools	Stephen Brown	202-442-7695	202-442-5519	Stephen.brown@k12.dc.us
Department of Consumer and Regulatory Affairs	Carolyn Fuller	202-442-8933	202-442-9445	Cfuller@dcgov.org
Department of Corrections	James Anthony	202-671-2044	202-673-2259	James.anthony@dc.gov
Department of Employment Services	Marilyn Stancil	202-724-7497	202-724-7112	Marilyn.stancil@dc.gov
Department of Finance and Revenue	Tanya Ricks	202-442-9493	202-727-9493	Tanya.ricks@dc.gov
Department of Health	Jeanette Fields	202-442-8988	202-442-4886	Jeannette.fields@dc.gov

Agency	Coordinator	Telephone Number	Facsimile Number	E-Mail Address
Department of Housing and Community Development	Karen Adams	202-671-1301	202-671-0645	Karen.adams@dc.gov
Department of Human Services	Ingrid Jackson	202-279-6052	202-645-6264	Ingrid.jackson@dc.gov
Department of Insurance and Securities Regulation	Jeanine Heatley	202-442-8791	202-535-1207	Jeanine.heatley@dc.gov
Department of Mental Health	Louisa Buadoo-Amoa	202-645-6106	202-645-6669	Louisa.buadoo-amoa@dc.gov
Department of Motor Vehicles	Odessa Nance	202-535-1615	202-535-1369	Odessa.nance@dc.gov
Department of Parks and Recreation	Laforris Sowell	202-671-1305	202-671-0645	Laforris.sowell@dc.gov
Department of Public Works	Gloria Woods	202-673-6751	202-671-0627	Gloria.woods@dc.gov
District of Columbia Board of Elections and Ethics	Charles Gilchrist	202-727-9115	202-347-2648	cgilchrist@dcboee.org
District of Columbia Emergency Management Agency	Barbara Graves	202-673-2101	202-673-2290	Barbara.graves@dc.gov
District of Columbia Lottery and Charitable Games Control Board	Teresa Parker	202-645-8945	202-610-1231	Teresa.parker@dc.gov
District of Columbia Retirement Board	Valerie Borden	202-535-1401	202-535-1414	Vborden@dcrb.org
Executive Office of the Mayor	Darlene Mansfield	202-442-9650	202-442-8857	Darlene.Mansfield@dc.gov
Fire and Emergency Medical Services Department	Brenda Russell	202-673-3337	202-673-7217	Brenda.Russell@dc.gov
Government Business and Human Capital	Tanya Ricks	202-442-9493	202-727-9599	Tanyar@otrtax.dcgov.org
Judicial Nomination Commission	Darlene Mansfield	202-442-9650	202-442-8857	Darlene.Mansfield@dc.gov
Metropolitan Police Department	Burt Ennis	202-727-4261	202-442-4227	Burtennis@dc.gov
Office of Banking and Financial Institutions	Paula Ware	202-727-5339	202-727-1290	Paula.ware@dc.gov
Office of Business and Economic Development	Darlene Mansfield	202-442-9650	202-442-8857	Darlene.Mansfield@dc.gov
Office of Cable Television and Telecommunication	Donna Cauthorne	202-671-1803	202-671-0645	Donna.cauthorne@dc.gov
Office of Citizen Complaint Review	Darlene Mansfield	202-442-9650	202-442-8857	Darlene.Mansfield@dc.gov
Office of Communications	Patricia McCreary	202-727-1070	202-727-9291	Patricia.mccreary@dc.gov
Office of Contracting and Procurement	Carliss Barnett	202-724-4365	202-724-2435	Carliss.Barnett@dc.gov

Agency	Coordinator	Telephone Number	Facsimile Number	E-Mail Address
Office of the Deputy Mayor for Economic Development	Donna Cauthorne	202-671-1803	202-671-0645	Donna.cauthorne@dc.gov
Office of Employee Appeals	Warren Cruise	202-727-0004	202-727-5631	Wcruise-oea@dcgov.org
Office of Financial Information Services	Tanya Ricks	202-442-9493	202-727-9493	Tanya.ricks@dc.gov
Office of Human Rights	Georgia Stewart	202-727-4921	202-724-3786	
Office of Intergovernmental Relations	Tabitha Braxton-Hernandez	202-727-6265	202-727-6895	Tabitha.braxton@dc.gov
Office of Labor Relations and Collective Bargaining	Shirley Anderson	202-724-4953	202-727-6887	Shirley.anderson@dc.gov
Office of Latino Affairs	Darlene Mansfield	202-442-9650	202-442-8857	Darlene.mansfield@dc.gov
Office of Local Business Development	Margaret Wright	202-727-5150	202-724-3786	Margaret.wright@dc.gov
Office of Operations (Office of the City Administrator/Deputy Mayor for Operations)	Darlene Mansfield	202-442-9650	202-442-8857	Darlene.mansfield@dc.gov
D.C. Office of Personnel	Alicia Davis	202-442-9655	202-727-5419	Alicia.davis@dc.gov
Office of Planning	Barbara Bradley	202-442-7636	202-442-7637	Barbara.bradley@dc.gov
Office of Property Management	Darlene Mansfield	202-442-9650	202-442-8857	Darlene.mansfield@dc.gov
Office of Telecommunications	Robin Yeldell	202-671-0061	202-727-2342	Robin.yeldell@dc.gov
Office of the Budget	Tanya Ricks	202-442-9493	202-727-9493	Tanya.ricks@dc.gov
Office of Campaign Finance	Jean Diggs	202-671-0543	202-671-0658	Jdiggs@dcocf.org
Office of the Chief Financial Officer	Tanya Ricks	202-442-9493	202-727-9493	Tanya.ricks@dc.gov
Office of the Chief Medical Examiner	Beverly Hill	202-698-9006	202-698-9102	Beverly.hill@dc.gov
Office of the Chief Technology Officer	Janet Mahaney	202-727-1593	202-727-6857	Janet.mahaney@dc.gov
Office of the Corporation Counsel	Patricia Kuhn	202-727-5564	202-727-9656	Patricia.kuhn@dc.gov
Office of the Inspector General	Grace Price	202-727-9752	202-727-9846	Grace.price@dc.gov
Office of the Secretary of the District of Columbia	Gladys Herring	202-727-6306	202-727-3582	Gladys.herring@dc.gov
Office of Zoning	Betty Williams	202-727-0363	202-727-6072	Betty.williams@dc.gov
Office on Aging	Cynthia Simmons	202-724-5622	202-724-4979	Cynthia.simmons@dc.gov
Office of the People's Counsel	Frank Scott	202-261-1414	202-727-1014	Fscott@opc-dc.gov
Office of Planning and Economic Development	Shawn Lester	202-727-6903	202-727-6703	Shawn.laster@dc.gov

Agency	Coordinator	Telephone Number	Facsimile Number	E-Mail Address
Office of Tuition Assistance	Darlene Mansfield	202-442-9650	202-442-8857	Darlene.mansfield@dc.gov
Office of Risk Management	Roseania Bailey	202-727-8600	202-727-8319	Rosenia.bailey@dc.gov
Police and Firefighters Retirement and Relief Board	Darlene Mansfield	202-442-9650	202-442-8857	Darlene.mansfield@dc.gov
Sports and Entertainment Commission	Vicki Braswell	202-608-1134	202-547-7460	No e-mail address available
State Education Office	Michelle Carter-Bell	202-727-8804	202-727-2834	Michelle.bell@dc.gov
Public Employee Relations Board	Pat Waller	202-727-1822	202-727-9116	No e-mail address available
Public Service Commission	Freda James	202-626-5152	202-626-9174	Freda.james@dc.gov
Taxicab Commission	Jacqueline Smith	202-645-6003	202-889-36041	Jacqueline.smith@dc.gov
D.C. Housing Authority	Joan Chambers	202-535-2865	202-535-1375	Jchamber@dchousing.org
D.C. National Guard	Charlotte Clipper	202-685-9647	202-685-9648	Charlotte.clipper@dc.gov